



# 2017 ADOBE INDESIGN CC

## KEYBOARD SHORTCUTS CHEAT SHEET



### Keys for the Control Panel SHORTCUTS



	Apple	Windows
Toggle focus to/from Control panel	Cmd+6	Ctrl+6
Toggle Character/Paragraph text attributes mode	Cmd+Opt+7	Ctrl+Alt+7
Change reference point when proxy has focus	Any key (numeric)	Any key (numeric)
Display the pop-up menu that has focus		Alt+Down Arrow
Open Units & Increments Preferences	Opt-click Kerning icon	Alt-click Kerning icon
Open the Text Frame Options dialog box	Opt-click Number of Cols icon	Alt-click Number Of Cols icon
Open the Move dialog box	Opt-click X or Y icon	Alt-click X or Y icon
Open the Rotate dialog box	Opt-click Angle icon	Alt-click Angle icon
Open the Scale dialog box	Opt-click X or Y Scale icon	Alt-click X or Y Scale icon
Open the Shear dialog box	Opt-click Shear icon	Alt-click Shear icon
Open Text Preferences	Opt-click Superscript, Subscript, or Small Caps	Alt-click Superscript, Subscript, or Small Caps
Open the Underline Options dialog box	button	button
Open the Strikethrough Options dialog box	Opt-click Underline button	Alt-click Underline button
Open the Grids Preferences	Opt-click Strikethrough button	Alt-click Strikethrough button
	Opt-click Align To Baseline Grid, or Do Not Align To	Alt-click Align To Baseline Grid, or Do Not Align To Baseline
Open the Drop Caps & Nested Styles dialog box	Baseline Grid button	Grid button
	Opt-click Drop Cap Number Of Lines, or Drop Cap One Or	Alt-click Drop Cap Number Of Lines, or Drop Cap One Or
Open the Justification dialog box	More Characters icon	More Characters icon
Open Named Grid dialog box	Opt-click Leading icon	Alt-click Leading icon
Open New Named Grid Options dialog box	Double-click Named Grid icon	Double-click Named Grid icon
Open Frame Grid Options dialog box	Opt-click Named Grid icon	Alt-click Named Grid icon
	Opt-click Number of characters Horizontal, Number of Characters Vertical, Character Aki, Line Aki, Vertical Scale, Horizontal Scale, Grid View, Font Size, Number of Columns, or	Alt-click Number of characters Horizontal, Number of Characters Vertical, Character Aki, Line Aki, Vertical Scale, Horizontal Scale, Grid View, Font Size, Number of Columns, or Column Gutter icon

### Type Panels and Dialog Boxes SHORTCUTS



	Apple	Windows
Open Justification dialog box	Opt+Cmd +Shift+J	Alt+Ctrl+Shift+J
Open Paragraph Rules dialog box	Opt+Cmd +J	Alt+Ctrl+J
Open Keep Options dialog box	Opt+Cmd +K	Alt+Ctrl+K
Activate Character panel	Cmd+T	Ctrl+T
Activate Paragraph panel	Cmd+Opt +T	Ctrl+Alt+T

### Keys for Indexing SHORTCUTS



	Apple	Windows
Create index entry without dialog box (alphanumeric only)	Shift+ Ctrl+Alt+[	Shift+Cmd+ Opt+[
Open index entry dialog box	Cmd+7	Ctrl+7
Create proper name index entry (last name, first name)	Shift+ Cmd+ Opt+]	Shift+Ctrl+ Alt+]

## Tools SHORTCUTS



Selection tool	V, Esc	V, Esc
Direct Selection tool	A	A
Toggle Selection and Direct	Cmd+Tab	Ctrl+Tab
Page tool	Shift+P	Shift+P
Gap tool	U	U
Pen tool	P	P
Add Anchor Point tool	=	=
Delete Anchor Point tool	-	-
Convert Direction Point tool	Shift+C	Shift+C
Type tool	T	T
Type On A Path tool	Shift+T	Shift+T
Pencil tool (Note tool)	N	N
Line tool	\	\
Rectangle Frame tool	F	F
Rectangle tool	M	M
Ellipse tool	L	L
Rotate tool	R	R
Scale tool	S	S
Shear tool	O	O
Free Transform tool	E	E
Eyedropper tool	I	I
Measure tool	K	K
Gradient tool	G	G
Scissors tool	C	C
Hand tool	H	H
Temporarily selects Hand tool	Spacebar (Layout mode), Opt (Text mode), or Opt+Spacebar (both)	Spacebar (Layout mode), Alt (Text mode), or Alt+Spacebar (both)
Zoom tool	Z	Z
Temp selects Zoom Intool	Cmd+Spacebar	Ctrl+Spacebar
Toggle Fill and Stroke	X	X
Swap Fill and Stroke	Shift+X	Shift+X
Toggle between Formatting Affects Container & Formatting Affects Text	J	J
Apply Color	, [comma]	, [comma]
Apply Gradient	. [period]	. [period]
Apply No Color	/	/
Switch between Normal View and Preview Mode	W	W
Frame Grid tool (horizontal)	Y	Y
Frame Grid tool (vertical)	Q	Q
Gradient Feather tool	Shift+G	Shift+G

## Layers Panel SHORTCUTS



Select all objects on layer	Option-click layer	Alt-click layer
Copy selection to new layer	Opt-drag small square to new layer	Alt-drag small square to new layer
Add new layer below selected layer	Command-click Create New Layer	Ctrl-click Create New Layer
Add new layer to the top of the layer list	Shift+Command-click Create New Layer	Shift+Ctrl-click Create New Layer
Add new layer to the top of the layer list and open New Layer dialog box	Cmd+Option+Shift-click Create New Layer	Shift+Alt+Ctrl-click Create New Layer
Add new layer and open New Layer dialog box	Option-click Create New Layer	Alt-click Create New Layer

## Pages Panel SHORTCUTS



Apply master to selected page	Opt-click master	Alt-click master
Base another master page on selected master	Opt-click the master you want to base the selected master on	Alt-click the master you want to base the selected master on
Create master page	Cmd-click Create New Page button	Ctrl-click Create New Page button
Display Insert Pages dialog box	Opt-click New Page button	Alt-click New Page button
Add new page after last page	Shift+Cmd+P	Shift+Ctrl+P

## Character and Paragraph Styles SHORTCUTS



Make character style definition match text	Select text and press Shift+Opt+Cmd+C	Select text and press Shift+Alt+Ctrl+C
Make paragraph style definition match text	Select text and press Shift+Opt+Cmd+R	Select text and press Shift+Alt+Ctrl+R
Change options without applying style	Shift+Opt+Cmd-double-click style	Shift+Alt+Ctrl-double-click style
Remove style and local formatting	Opt-click paragraph style name	Alt-click paragraph style name
Clear overrides from para-style	Opt+Shift-click paragraph style name	Alt+Shift-click paragraph style name
Show/hide Paragraph and Character Styles panels	Cmd+F11, Cmd+Shift+F11	F11, Shift+F11

## Keys for Panels SHORTCUTS



Delete without confirmation	Option-click Delete icon	Alt-click Delete icon
Create item and set options	Option-click New button	Alt-click New button
Apply value and keep focus on option	Shift+Enter	Shift+Enter
Activate last-used option in last-used panel	Command+Option+- [tilde]	Ctrl+Alt+- [tilde]
Select range of styles, layers, links, swatches, or library objects in a panel	Shift-click	Shift-click
Select nonadjacent styles, layers, links, swatches, or library objects in a panel	Command-click	Ctrl-click
Apply value and select next value	Tab	Tab
Move focus to selected object, text, or window	Esc	Esc
Show/Hide all panels, Toolbox, and Control panel (with no insertion point)	Tab	Tab
Show/Hide all panels except the Toolbox and Control panel (docked or not)	Shift+Tab	Shift+Tab
Open or close all stashed panels	Command+Option+Tab	Ctrl+Alt+Tab
Stash a panel group	Opt+drag any panel tab (in the group) to edge of window	Alt+drag any panel tab (in the group) to edge of screen
Select item by name	Opt+Cmd-click in list and then use keyboard to select item by name	Alt+Ctrl-click in list, and then use keyboard to select item by name
Open the Drop Shadow panel	Cmd+Opt+M	Alt+Ctrl+M

## Tabs Panel SHORTCUTS



Activate Tabs panel	Shift+Cmd+T	Shift+Ctrl+T
Switch between alignment options	Opt-click tab	Alt-click tab

## Color Panels SHORTCUTS



Move color sliders in tandem	Shift-drag slider	Shift-drag slider
Select a color for the nonactive fill /stroke	Opt-click color bar	Alt-click color bar
Switch between color modes (CMYK, RGB, LAB)	Shift-click color bar	Shift-click color bar

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